



California Office of Digital Innovation

Duty Statement

☐ Current ☒ Proposed

Classification Staff Services Manager II (Managerial)	Office/Department Office of Digital innovation
Working Title Equal Employment Opportunity Officer	Unit/Section
Position Number 374-100-4802-001	Effective Date
Name Vacant	Date Prepared 12/6/2021

General Statement

Under the general direction of the Director, the Equal Employment Opportunity (EEO) Officer serves as Chief Advisor and Consultant to the Director on matters related to EEO. The Incumbent oversees mission critical programs that align with the strategic goals of the organization. The EEO Officer will function as a non-supervisory subject matter expert, having full authority to make management decisions on high-level and complex program issues. The Incumbent will have an established reputation dealing with sensitive and confidential employee relation issues in the area of EEO and Civil Rights. The Incumbent is responsible for developing, coordinating, implementing and monitoring the California Office of Digital Innovation's (ODI) internal investigations, EEO programs, and overseeing the Upward Mobility processes; providing direction and departmental oversight. Duties include, but are not limited to, the following:

Essential Functions

%	Description
45%	Manage, administer, and monitor EEO related programs and serve as an advisor and resource manager to the Director regarding EEO program matters; evaluate,

	<p>update, and develop EEO policies in order to support a workplace free of harassment and discrimination and that fosters respect, inclusion and diversity based on policy, procedure, practice and applicable federal and state laws and rules. Provide recommendations to Executive Management on implementation and compliance with laws, rules, and regulations related to civil rights and EEO related policies, procedures, and practices; interpret and apply Title VI and Title VII of the Civil Rights act of 1964, section 503 of the Rehabilitation Act, the California Fair Employment and House Act, and the Americans with Disabilities Act, including compliance with the California Building Code, Title 24 access regulations. Incumbent may serve as certified chair on Qualification Appraisal Panels and Career Executive Assignment examinations. Serve as a member on the Disability Advisory Committee (DAC) and provide leadership and guidance to the Committee; report on DAC activities and initiatives to the Director.</p>
25%	<p>Oversee, analyze, manage, and evaluate the EEO discrimination complaint tracking system; report findings of departmental complaint activity and make recommendations on solutions and alternatives to the Director. Independently conduct investigations including witness interviews, prepare comprehensive investigative reports and responses and provide recommendations to the Director on disciplinary actions related to discrimination and harassment complaints. At the request of the Executive Office, direct separate investigations on sensitive issues, such as management inquiries, and make recommendations for resolution. Coordinate and consult with internal and external legal counsel including the Department of Justice which may be necessary to respond to complaints of discrimination including complaints filed with Equal Employment Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH).</p>
15%	<p>Serve as Upward Mobility Program (UMP) Administrator and partners with the Deputy Director of Talent to provide consultation and guidance on the program, including the formulation of policy and procedures. Ensure that the UMP selection criteria and process is conducted in a fair and equitable manner and continually evaluate program for efficiency, improvement, alignment with organizational mission, core values, and strategic goals. Serve as the Limited Examination and Appointment Program (LEAP) Coordinator and facilitate the hiring of persons with disabilities through LEAP. Ensure that requirements of LEAP are met, and provide guidance and consultation to hiring managers and LEAP candidates.</p>
10%	<p>Conduct research, policy analysis and formulation related to sexual harassment prevention and workplace conditions, including the design, coordination and delivery of sexual harassment prevention and respectful workplace training, as directed by state laws, rules, and regulations.</p>

Marginal Functions

5%	<p>Annually prepare the Workforce Analysis Report including the analysis, interpretation and validation of workforce data and metrics to provide recommendations to the Director and Executive Management on workforce and succession planning as well as potential focused recruitment efforts to reduce gender, disability, and race/ethnicity underutilization. Perform other duties as required consistent with ODI needs.</p> <p>Perform other staff assignments as appropriate and required</p>
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Supervision Received

The Staff Services Manager II will report to the Director, California Office of Digital Innovation; however, guidance and direction may also come from the Chief Deputy Director, California Office of Digital Innovation and the Deputy Director of Talent (CEA) for recruitment and selection related initiatives.

Supervision Exercised

None

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. Based on departmental or operational needs, work can be performed remotely. The employee can work full-time from anywhere within California. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
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